



## **EASTMARK HIGH SCHOOL**

**2023-2024**

### **Student Handbook**

*Challenging All to Achieve  
Limitless Possibilities*

9560 E Ray Road  
Mesa, Arizona 85212

**Front Office :** (480) 474-6950

**Attendance :** (480) 474-6955

**Fax :** (480) 474-6970

**Web site :** <http://ehs.qcusd.org>

**Principal:** Mr. Jay Schnittger

**Assistant Principal:** Mr. Scott Lovely

**Assistant Principal:** Ms Chrystal Keller

**Athletics Director/Assistant Principal:** Mr. Kraig Leuschner

**Dean of Students:** Mrs. Renee Woodward

## **Governing Board**

Jennifer Revolt.....	President
Samantha Davis.....	Vice President
James Knox.....	Member
Matthew Riffey.....	Member
Patty Campbell.....	Member

## **Queen Creek Unified School District Administration**

Dr. Perry Berry.....	Superintendent
Amber Stouard Bordes.....	Chief Operating Officer
Jessica Johnston.....	Chief Financial Officer
Casey Eagleburger.....	Assistant Superintendent Secondary Schools
Erika Copeland.....	Assistant Superintendent-Elementary Schools
Dr. Patty Rogers.....	Director of Human Resources

## **Eastmark High School Front Office**

Michelle Morgan.....	Principal's Administrative Assistant
Brisa Perez.....	Registrar
Vanessa Newark.....	Bookstore Manager
Jennifer Cook.....	Athletic Director Administrative Asst.
LuAnn Jones.....	Asst. Principals Administrative Asst.
Catherine Tewalt .....	Asst. Principals Administrative Asst.
Elizabeth Camp .....	Attendance Clerk
Shaena Powell.....	Receptionist
Alyssa Culp.....	Nurse
Monica Martinez.....	Media Specialist
Adam Soto .....	Maintenance

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## **Annual Public Notification of Nondiscrimination**

Queen Creek Unified School District does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Queen Creek Unified School District does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s). Steve Ray, Director of Special Education, 20217 E. Chandler Heights Rd., Queen Creek, AZ 85142. 480-987-5935.

## **Notificación de Non Discriminación (Spanish Version)**

Queen Creek Unified School District no discrimina raza, color, nacionalidad, género, edad, o incapacidad de admisión a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningún aspecto de sus operaciones. El Queen Creek Unified School District tampoco discrimina en sus contratos o practicas de empleados.

Esta noticia es provista y requerida por el Título VI del Acto de Derechos Civiles de 1964, Sección 504 del Acto de Rehabilitación de 1973, Título IX de la Enmienda Educativa de 1972, en el Acto de Era de Descriminación de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Preguntas, quejas, o para más información con respecto a estas leyes pueden remitir por al coordinador de compliance. Steve Ray, Director of Special Education, 20217 E. Chandler Heights Rd., Queen Creek, AZ 85142. 480-987-5935.

## **Mission Statement**

Eastmark High School challenges all to engage in respectful, collaborative, and innovative culture to achieve limitless possibilities.

## **Vision Statement**

We will create a community of lifelong future focused learners who lead through respect, collaboration, and innovation.

## **Collective Commitments**

Staff Characteristics/Collective Commitments:

- We are solution focused
- We are supportive while maintaining high expectations
- We are optimistic and committed professionals
- We are unified, involved, and inclusive
- We are a community of student-focused advocates
- We are committed to our Mission and Vision
- We are FIREBIRDS!

## **Eastmark High School Fight Song**

**"Firebirds!"**

**Rising up, taking flight  
Spreading our wings with spirit and pride  
Rising up, to attack  
Fly copper, teal , and black  
Go! Go! Go!  
Through the flames, glowing eyes  
Looking to the skies  
Now, spread our wings, show our strength and our might  
Fly high, Eastmark!  
Take flight!**

# 2023-2024 QCUSD Calendar

## 2023-2024 QCUSD Calendar

July 2023						
Su	M	Tu	W	Th	F	Sa
					1	20 Meet the Teacher
2	3	4	5	6	7	8 24 First Day of School
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2 4 Labor Day - No School
3	4	5	6	7	8	9 28 Elem/JH Early Release
10	11	12	13	14	15	16 (excluding EHS/OHS)
17	18	19	20	21	22	23 29 Early Release All Schools
24	25	26	27	28	29	30

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7 2-13 Fall Break - No School
8	9	10	11	12	13	14 16 Return to School
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4 10 Veteran's Day - No School
5	6	7	8	9	10	11 22-24 Thanksgiving - No School
12	13	14	15	16	17	18 27 Return to School
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2 21 Early Release All Schools
3	4	5	6	7	8	9 22-29 Winter Break - No School
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6 1-5 Winter Break - No School
7	8	9	10	11	12	13 8 Return to School
14	15	16	17	18	19	20 15 Civil Rights Day - No School
21	22	23	24	25	26	27 8 100th Day of School
28	29	30	31			

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3 19 Presidents Day - No School
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	7 Elem/JH Early Release
3	4	5	6	7	8	9 (excluding EHS/OHS)
10	11	12	13	14	15	16 8 Early Release All School
17	18	19	20	21	22	23 11-22 Spring Break - No School
24	25	26	27	28	29	30 25 Return to School
31						29 March Break

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4 23 Last Day of School (Students)
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Return to School	No School
Early Release	Last Day of School: 05/23/24
ELEM/JH Early Release	JHHS Early Release

# Positive Behavior Intervention Supports (PBIS)

PBIS is our district-wide way to help students and teachers understand consistent schoolwide expectations. Our district-wide behavioral expectations are being kind, being respectful, and showing integrity. Students will be reinforced for demonstrating the expectation and individual skill tied to each expectation in order to encourage consistent positive behavior on our campus and all campuses district wide. On the pages that follow, you will find our Eastmark High School Expectation Matrix, Reinforcement Matrix, and Accountability Matrix.



## Expectation Matrix



Expectations → ↓Locations Skills↓	Be Kind	Be Respectful	Show Integrity
Learning Areas	<ul style="list-style-type: none"> <li>• Speak positively to and about others</li> <li>• Offer peer support</li> <li>• Volunteer</li> <li>• Celebrate one another's accomplishments</li> </ul>	<ul style="list-style-type: none"> <li>• Use school appropriate language</li> <li>• Follow classroom procedures</li> <li>• Raise hands when asking/answering questions</li> <li>• Use materials responsibly</li> </ul>	<ul style="list-style-type: none"> <li>• Embrace diverse perspectives</li> <li>• Complete your own work</li> <li>• Be prepared to engage</li> </ul>
Common Areas	<ul style="list-style-type: none"> <li>• Speak positively to and about others</li> <li>• Be a school ambassador</li> <li>• Treat others as you would want to be treated</li> </ul>	<ul style="list-style-type: none"> <li>• Use school appropriate language</li> <li>• Clean up messes</li> <li>• Follow school procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Make healthy choices</li> <li>• See something wrong, say something to adults</li> </ul>
Private Areas	<ul style="list-style-type: none"> <li>• Speak positively to and about others</li> <li>• Keep hands, feet, and objects to yourself</li> <li>• Act Appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Use school appropriate language</li> <li>• Clean up messes</li> <li>• Flush toilet after use</li> <li>• Maintain privacy</li> </ul>	<ul style="list-style-type: none"> <li>• Make healthy choices (wash hands, keep electronic devices put away)</li> <li>• See something wrong, say something to adults</li> <li>• Only take your own items</li> </ul>
Community Areas	<ul style="list-style-type: none"> <li>• Speak positively to and about others</li> <li>• Greet visitors and others appropriately</li> <li>• Be a school ambassador</li> </ul>	<ul style="list-style-type: none"> <li>• Use school appropriate language</li> <li>• Clean up messes</li> <li>• Be school ambassador</li> </ul>	<ul style="list-style-type: none"> <li>• Use facilities as intended</li> <li>• See something wrong, say something to adults</li> <li>• Be mindful of your surroundings</li> <li>• Be a school ambassador</li> </ul>



## **Reinforcement Matrix**



<b>Reinforcement</b>	<b>When</b>	<b>What</b>
<b>Frequent Daily</b>	<ul style="list-style-type: none"><li>• When a student is observed demonstrating an On Fire expectation/rule they receive a FireCard from staff</li><li>• FireCards list expectations plus student and staff names</li><li>• Students take FireCards to the bookstore and place it in the PBIS box</li></ul>	<ul style="list-style-type: none"><li>• Students can save tickets for an item from the bookstore</li><li>• Verbal affirmation from teachers, administrators, and staff</li><li>• Positive calls home from teachers or administrators</li><li>• Thumbs up</li><li>• Positive notes to students</li></ul>
<b>Intermediate Biweekly</b>	<ul style="list-style-type: none"><li>• Administration draws 10 names from PBIS Box every other Friday during morning announcements</li><li>• Students pick up prizes from the office or bookstore</li><li>• Student's names are put on TV's, social media, school marquee</li></ul>	<ul style="list-style-type: none"><li>• Student receives a front of the lunch line pass</li><li>• Obtain gift cards from local businesses for bi-weekly grand prize drawing.</li><li>• Pass to front of the line at sporting events</li><li>• Special seating at sporting events</li><li>• Recognition at sporting events over intercom</li><li>• Concession stand coupon for events</li><li>• Bookstore credit (\$1-\$2) off swag purchase</li></ul>
<b>Long Term Quarterly Semesterly</b>	<ul style="list-style-type: none"><li>• Administration draws 5 names from PBIS Box at quarterly assembly and end of semester</li><li>• Students are given prizes in front of school</li><li>• Student's names are put on TV's, social media, school marquee</li></ul>	<ul style="list-style-type: none"><li>• Free dance tickets</li><li>• Free sporting game tickets</li><li>• Honorary VIP for sports or assemblies</li><li>• VIP seat at assembly</li><li>• Donated gift cards</li><li>• PBIS parking spot for the month</li><li>• Eastmark swag (Tshirt, bag, etc)</li><li>• Annual Activity Pass for Athletics</li><li>• Certificate for a free class ring or yearbook</li><li>• Free prom tickets (HS only)</li><li>• Free Junior High dance tickets</li><li>• AP Test fee paid</li><li>• Technology/headphones/chromebook case</li><li>• Football/basketball (JH only)</li><li>• Hydroflask</li><li>• Scooter (JH only)</li></ul>
<b>Staff</b>	<ul style="list-style-type: none"><li>• Done at all drawings, when a student is recognized, the referring teacher is also recognized</li></ul>	<ul style="list-style-type: none"><li>• Local business gift cards, movie tickets</li><li>• Special catered lunch by EHS PTO</li><li>• Firebird Pins</li><li>• Favorite Drink/sweets</li><li>• EHS Swag voucher</li><li>• Stucco Gift Basket</li><li>• EHS Shirts/Hats</li><li>• Coffee/Tea/Soda Delivered</li><li>• Favorite Treats</li><li>• Coupon for Duty</li><li>• Favorite grading pens</li><li>• Sticky note pads</li></ul>



We're On Fire at  
Eastmark with  
Kindness,  
Respect and Integrity.

OUR MOTTO

### Is the Behavior Teacher or Administration Managed?

#### Intervention 1

Verbal Re-direct  
Document Minor  
Contact Home

#### Intervention 2

Teacher Intervention  
Re-teach Behavior  
Buddy Class w/Reflec Sheet  
Document Minor  
Contact Home

#### Intervention 3

Refer to Admin

#### Teacher

Horseplay  
Phone Use  
Tardy  
PDA  
Academic Dishonesty  
Petty Theft  
Defacing Property  
Technology Misuse  
Disruption  
Indirect Offensive Lang.  
Food/Drink in Class  
Truancy (skipping class)

#### Other

Contact Admin/Counselor  
for  
Suspected drug use  
Mental health concerns  
Drastic changes in  
behavior

#### Administration

Fighting/Violence  
Dress Code  
Safety Hazard  
Weapons  
Vaping/Tobacco  
Drugs/Contraband  
Threatening  
Bullying  
Intimidation  
Theft  
Vandalism  
Defiance/Disrespect  
Sexual Misconduct  
Assault  
Harassment  
Sexual Harassment  
Truancy (leaving  
campus)

#### Intervention 1

Refer to Admin to  
determine consequences

#### Intervention 2

SST Conversation with all  
teachers for repeated  
infractions

#### Possible Teacher Interventions

Proximity  
Contact Coach/Sponsor  
Contact another teacher  
Change of seats  
Positive referrals home  
Modeling of expectations  
1-1 conversation  
Greeting students at the door

Teachers are encouraged to use preemptive strategies to prevent student misbehavior, including strategies taught in Fred Jones Positive Classroom Discipline and Harry Wong-First Days of School.



# **Athletics**

## **Eastmark High School Athletics Website:**

<https://www.eastmarkathletics.org/>

## **Arizona Interscholastic Association Requirements:**

All participants in interscholastic activities must be in compliance with all student eligibility rules. The student eligibility rules are enumerated and presented in detail in Article 15 of the AIA Bylaws at [www.aiaonline.org](http://www.aiaonline.org).

## **Academic Eligibility**

### **HIGH SCHOOL ELIGIBILITY:**

All high school student-athletes, including students enrolled in Queen Creek Virtual Academy, must be enrolled in a minimum of five classes to be eligible to participate in athletics.

All high school student-athletes must meet academic eligibility requirements every official grading period. Official grade reports are taken every 4 ½ weeks (i.e. progress report, quarter, end of semester). Eligibility checks for Queen Creek Virtual Academy students will be determined by student progress in enrolled classes.

At each official grading period, a student receiving a 64% or lower in any class shall be declared academically ineligible and not permitted to participate in competition. At the discretion of the coach, an ineligible student may continue practicing with the team during the student's period of ineligibility. As soon as a student's grades are improved to 65% or higher in all classes, the student immediately becomes eligible. The student is then monitored on a weekly basis for eligibility status until the next official grading period.

Student-athletes may not be deemed academically ineligible during a two-week break or at the start of a semester. Course grades reset at the beginning of each semester.

At the discretion of school administration, a coach may conduct unofficial grade checks throughout the season in order to communicate potential ineligibility to student-athletes and parents. It is the responsibility of both the student and coach to conduct an unofficial grade check one week prior to an official grading period to develop a plan of action to improve any grades lower than a 65%.

A student must be in attendance for at least three classes during the school day to participate in the day's practice or competition. A student that is suspended (in-school or out-of-school) may not compete during the time of suspension.

## **JUNIOR HIGH SCHOOL ELIGIBILITY:**

All junior high student-athletes must meet academic eligibility requirements every official grading period. Official grade reports are taken every 4 ½ weeks (i.e. progress report, quarter, end of semester).

At each official grading period, a student receiving a 64% or lower in any class shall be declared academically ineligible and not permitted to participate in competition. At the discretion of the coach, an ineligible student may continue practicing with the team during the student's period of ineligibility. As soon as a student's grades are improved to 65% or higher in all classes, the student immediately becomes eligible. The student is then monitored on a weekly basis for eligibility status until the next official grading period.

Student-athletes may not be deemed academically ineligible during a two-week break or at the start of a semester. Course grades reset at the beginning of each semester.

At the discretion of school administration, a coach may conduct unofficial grade checks throughout the season in order to communicate potential ineligibility to student-athletes and parents. It is the responsibility of both the student and coach to conduct an unofficial grade check one week prior to an official grading period to develop a plan of action to improve any grades lower than a 65%.

A student must be in attendance for at least three classes during the school day to participate in the day's practice or competition. A student that is suspended (in-school or out-of-school) may not compete during the time of suspension.

### **Athletic Clearance**

A student shall not be allowed to practice or compete in interscholastic athletics until all parts of the registration checklist have been satisfied on [www.registermyathlete.com](http://www.registermyathlete.com).

### **Athletic Handbook**

All student athletes will adhere to the rules and regulations set forth in the Athletic Handbook.

### **Event Admission Fees for Spectators**

Single Game High School Ticket Prices are as follows:

- \$5 for adults
- \$3 for students (must present student ID at ticket booth)
- \$3 for Seniors (65 and older)
- Active/Retired Military and Children 5 and under are free

Annual Family Passes (This is for all home games for the entire year, excluding postseason play in and state playoff games:

- |   |          |
|---|----------|
| • Student Pass  | \$30.00  |
| • Two Persons   | \$150.00 |
| • Family (up to 5 immediate family members/2 adults only) | \$200.00 |
| • Family (over 5 immediate family members/2 adults only)  | \$250.00 |

Junior High games are free admission with the exception of tournaments.

### **Participation Fees**

All students are required to pay a seasonal athletic participation fee. These fees can be paid online at <https://az-queencreek.intouchrecepting.com/>

Junior high school sports fees:

- \$70 - per child, per sport
- \$210 - family maximum per school year

High school sports fees:

- \$100 - per child, per sport
- \$500 - family maximum per school year

### **Tryout Dates**

High School Tryout Dates:

- Fall Season: Tryouts begin July 31 for Football, Pom, and Cheer
- Fall Season: Tryouts begin Aug 7 for Cross Country, Girls Flag Football, Golf, Swim/Dive, Girls Volleyball
- Winter Season: Tryouts begin Oct. 30 for Basketball, Soccer, Wrestling
- Spring Season: Tryouts begin Feb. 5 for Baseball, Softball, Tennis, Track, Beach Volleyball, Boys Volleyball

Middle School Tryout Dates:

Quarter 1 Sports

- Baseball, Girls Volleyball, Flag Football, Spiritline: Week of July 26

Quarter 2 Season Sports

- Boys Basketball, Cross Country, Softball, Tennis: Week of Oct 16

Quarter 3 Sports

- Boys Soccer, Girls Basketball, Wrestling: Week of Jan 8th

Quarter 4 Sports

- Boys Volleyball, Girls Soccer, Golf, Track & Field: Week of Mar 25th

# Attendance & Bell Schedules

## Extra-Curricular and Co-Curricular Eligibility

Students must have a 65% or above in all classes in order to participate in Extra-Curricular and Co-Curricular activities unless the activity is a credit-earning requirement for the class. Students must attend at least half of their classes to participate that day in extra-curricular activities (unless approved by administration).

## ABSENCES

- An absence is defined as a student not being present in his/her assigned classroom during his/her assigned period.
- An unexcused absence is any absence from one or more class periods which has not been excused by a parent **and** does not meet the excusable absence requirements (**see below**).
- Truancy is 5 days of unexcused absences.
- **A student who reaches 10 absences, excused or unexcused, during a semester may lose credit in the class or classes in which the 10 days are recorded. The following procedure will be followed:**
  - Parents will be notified when students reach 5, 7, and 10 absences.
  - If students exceed nine (9) absences for any one class, they will be placed on audit status for that course.
    - Students will remain in the class on audit status and may lose credit.
    - Students will need to complete and turn in the Excessive Absence Appeal Form with proper documentation verifying the absences.
    - Administration will determine if the appeal is granted.
- Students who are habitually truant are subject to disciplinary action ranging from detention to suspension and possibly cited.
- By state law, a student must be withdrawn from school after 10 consecutive days of absences. Parents may request a re-entry conference if the absences have been due to illness.
- As specified by state code and school rules, students may only be excused from school for:
  - Personal illness or illness in the family
  - Court appointment (documentation must be provided)
  - Quarantine in the home (health officials set length)
  - Death of a relative
  - Observance of a religious holiday
- **A student is considered absent if he/she arrives more than ten (10) minutes after the final bell.**
- A parent wishing to have a student excused before the close of the day must go to the school office and sign the student out. Photo ID is required to sign a student out of school.

## C.U.T.S.

School attendance is not only a good habit, state law requires it. Arizona State law (§15-807.2, A, 15-803.E) requires every person who has custody of a child between the ages of six and sixteen years shall make sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason. To encourage and improve school attendance, Queen Creek Schools have implemented a truancy program in partnership with Maricopa County Juvenile Court. This truancy program is called C.U.T.S. (Court Unified Truancy Suppression). We will be tracking attendance very closely. Your child is expected to be at school every day, unless there is an excused reason not to be. An absence is defined as a minimum of one missed class period per day. An unexcused absence will count as a truant day as defined by law. A student is "habitually truant" if he/she has five or more unexcused absences from school. A student that is absent more than ten percent (18 days) of the required number of school days per year is considered to have "excessive absences" whether the absence is excused or unexcused. When a student has five or more unexcused absences or 18 excessive absences (excused OR unexcused), the student can be cited to the CUTS Program through the Juvenile Court. The hearing will be held on the school campus with representatives from Queen Creek Schools and the Juvenile Court. A parent or legal guardian must be present with the student at the time of the hearing. Consequences at the hearing may include the following: required attendance of the parent and the child at an education class (to be held on Saturdays), work hours assigned to the child, counseling, etc. The parent will be assessed a \$50 Diversion fee. Failure to complete these consequences may result in suspension of your child's driver's license, or inability to get a driver's license until their 18th birthday and/or formal court proceeding. It is the parent's/guardian's responsibility to ensure their child's attendance in an approved academic setting. If you fail to take the necessary steps to provide your child with the appropriate education you may receive a citation. If convicted, it is a class 3 misdemeanor punishable by jail time and/or fine. The education of your child is extremely important to us. This program is another way that Queen Creek High School and Eastmark High School are working with the community to ensure a quality education for all students. If you have any questions or concerns, please feel free to contact Eastmark High School Administration. Thank you for your support regarding this program.

### **Steps to follow when absent**

Parent/guardian should call the Attendance Office at **480-474-6955** as early as possible each day the student is absent. The Attendance Office opens at 6:45 a.m. Parent/guardian should call by 9:30 a.m., or the automated phone caller will notify the parent/guardian.

Upon returning to school the following steps should be followed:

- Prior to entering class, students must check in with the Attendance Office.
- If the parent/guardian has not called to excuse the absence, then it will be marked as an unexcused absence.
- The Attendance Clerk will then issue the student an *Admit Form* only if it is an excused absence.
- **Any absence not excused by parent contact or proper documentation such as a medical/dental appointment card will be considered unexcused. Any absence not excused within 48 hours will be**

**considered unexcused.** All absences not verified by a parent/guardian or authorized by an administrator will remain unexcused.

- Once a student is on campus, a parent cannot excuse their son/daughter without signing them out through the office.

## **TARDIES**

Attendance is taken each period at the beginning of class. A student will be given an unexcused tardy if he or she isn't in the classroom by the end of the final bell.

## **TARDY CONSEQUENCES**

- All tardies are recorded. Tardies will accumulate throughout each semester.
- Up to 2 unexcused tardies in one period will result in a teacher-assigned consequence such as a conference, phone call home, detention, etc.
- The 3rd, 5th, and 7th unexcused tardy in one period will result in a teacher-initiated written referral and administrative consequence such as detention, Saturday school, community service, etc.
- Parents are only allowed to excuse tardies for a student's first class of the day.
- A student will be marked absent if he or she arrives ten (10) or more minutes after the final bell without an excused pass.

## **ABSENT WORK/LATE WORK**

- It is the student's responsibility to initiate scheduling for make-up work if they are gone for a field trip or planned absence.

## **Absent Work**

- A student with an absence will have two days for each day's absence to make-up all of his or her work. Anything beyond the two days for each absent day is considered late. Long-term project due dates that fall during a student's absence will be due the day the student returns. Suspended students must take the responsibility of doing all assignments during their absence and turn in the work on the second day back. A student must be absent three (3) or more days to request homework through the office. Please allow 24 hours to collect homework assignments from teachers.

## **Late Work Policy**

- Full credit is only available for homework and class assignments turned in on the day they are due. Work turned in late will be given a grade reduction. Students may turn in completed late work or missed work for a maximum of 90% credit. If a student turns in a completed assignment on time, or late, the lowest overall grade they can receive is a 50%. Please note, all assignments are due by the end of the unit as defined by the teacher. The rationale for this is that the learning needs to take place prior to the final assessment in a given unit. Work not turned in prior to the end of the unit receives a 0%.

JH - A Lunch (7th)			
Hour	Regular	Bell Schedule	Minutes
0	Class	6:30 - 7:20	50
1	Class	7:25 - 8:17	52
2	Class	8:22 - 9:14	52
3	Class	9:19 - 10:11	52
4	A Lunch (7th)	10:11-10:41	30
4A	Advisory	10:46-11:16	30
5	Class	11:21-12:21	60
6	Class	12:26 - 1:18	52
7	Class	1:23 - 2:15	52
8	Class	2:20 - 3:10	50

JH - B Lunch (8th)			
Hour	Regular	Bell Schedule	Minutes
0	Class	6:30 - 7:20	50
1	Class	7:25 - 8:17	52
2	Class	8:22 - 9:14	52
3	Class	9:19 - 10:11	52
4A	Advisory	10:16-10:46	30
5B	B Lunch (8th)	10:46-11:16	30
5	Class	11:21-12:21	60
6	Class	12:26 - 1:18	52
7	Class	1:23 - 2:15	52
8	Class	2:20 - 3:10	50

HS - C Lunch			
Hour	Regular	Bell Schedule	Minutes
0	Class	6:30 - 7:20	50
1	Class	7:25 - 8:17	52
2	Class	8:22 - 9:14	52
3	Class	9:19 - 10:11	52
4A	Advisory	10:16-10:46	30
5	Class	10:51-11:21	30
5C	C Lunch	11:21-11:51	30
5	Class	11:56-12:21	25
6	Class	12:26 - 1:18	52
7	Class	1:23 - 2:15	52
8	Class	2:20 - 3:10	50

HS - D Lunch			
Hour	Regular	Bell Schedule	Minutes
0	Class	6:30 - 7:20	50
1	Class	7:25 - 8:17	52
2	Class	8:22 - 9:14	52
3	Class	9:19 - 10:11	52
4A	Advisory	10:16-10:46	30
5	Class	10:51-11:51	60
5D	D Lunch	11:51-12:21	30
6	Class	12:26 - 1:18	52
7	Class	1:23 - 2:15	52
8	Class	2:20 - 3:10	50

Hour	Early Release	Bell Schedule	Minutes
0	Class	6:30 - 7:20	50
1	Class	7:25 - 8:00	35
2	Class	8:05 - 8:40	35
3	Class	8:45 - 9:20	35
4	No A-Hour		
5 A/B	A/B Lunch (7 & 8)	9:20 - 9:50	30
5 A/B	Class	9:55 - 10:55	60
5C	C Class	9:25 - 9:55	30
5C	C Lunch	9:55 - 10:25	30
5C	C Class	10:3 - 10:55	25
5D	D Class	9:25 - 10:25	60
5D	D Lunch	10:25- 10:55	30
6	Class	11:00 - 11:35	35
7	Class	11:40 -12:15	35

## **FINAL EXAMS**

- An excused absence during final exams requires **Principal approval.**
- All courses at Eastmark High School require comprehensive semester final exams.
- All students are required to take the final exam during the designated exam period.
- Students who are absent during their final exam(s) will be issued a zero (0) on the exam which will be calculated into their semester grade
- Students with an \*\*excused absence during the 1<sup>st</sup> semester exam week must make up their final exam(s) within two (2) weeks after the start of the second semester.
- Students with an \*\*excused absence during the 2<sup>nd</sup> semester exam week must make up their final exam(s) within two (2) weeks of the end of school.
- It is the student's responsibility to initiate scheduling a make-up time for his/her final exam(s) with the designated teacher(s) or office staff.



# Counseling & Guidance Services

## **COUNSELING AND GUIDANCE SERVICES**

The Eastmark High School Counseling and Guidance Center offers services to students in three major domains: academic advisement, career guidance, and personal/social development. Counseling and guidance services are available for **ALL** students, their parents, and school staff. Students may see any counselor about anything about which they are concerned. Each counselor will meet with their assigned cohort of students one to two times per year for a one-on-one, ECAP (Education Career Action Plan). In addition to building relationships with students, the purpose of this meeting is to 1) check that students are on track for graduation and 2) help students understand post secondary opportunities and create a plan to help them reach their goals.

### **High School Counselors**

Grades 7-9 (A-L) ..... Natasha Miller-Oseman

Grades 7-9 (M-Z) ..... Brie Lockwood

Grades 10-12 (A-L) ..... Sonya Manzo

Grades 1-12 (M-Z) ..... Brooke Seifert

- **Academic Advisement Services** Each counselor is prepared to provide assistance with junior high and high school registration, placement, five to six year planning, and progress monitoring. Further, each student will have access to information about post-secondary opportunities, including career planning, post-secondary education selection, admission procedures and financial aid applications. Many scholarships are offered through the counseling office. If you are interested in a scholarship, or other financial aid, contact the counselor as soon as possible. Many scholarships pertain to a particular post-secondary career pathway or have certain restrictions. There are also scholarships that appeal to a particular student's interests. Information on colleges, careers, and scholarships are found online at [www.ehs.qcUSD.org](http://www.ehs.qcUSD.org).
- **Career and College Guidance** will focus on helping students to identify their career interests and aptitudes, providing information on the entire spectrum of career options, and aligning junior high and high school course selections that will prepare students for chosen career areas. Beginning in 7th grade, all students will begin their career exploration journey by taking our 7th grade Careers class. This will contain an exposure to a variety of careers, address the 16 career clusters, and help students start to think about what career they might like to choose. In the 8th grade, all students will be required to complete an Education Career Action Plan (ECAP). In 9th grade and beyond, students will complete required activities for their ECAP or post-secondary plan. Parents/guardians will be advised of their child(ren)'s career plans through

grade- level parent seminars held in the evening. Finally, students interested in attending a college, university, or technical/trade school are encouraged to take advantage of assistance in this area. Students may be:

- Advised of school entrance requirements and necessary paperwork to begin the admission process.
  - Assisted with preparing for entrance exams (SAT/ACT/Accuplacer).
  - Given financial aid information.
  - Assisted with financial aid forms.
  - Taken on field trips to various school campuses to help students with making informed decisions about where to obtain post-secondary education and training.
  - NCAA Eligibility Center can be accessed through the EHS Counseling website on the <http://ehs.qcUSD.org> under "Important Links."
- **Personal Counseling** will be offered on a prevention, intervention, and referral basis. Students are encouraged to consult with the counselor on an individual basis when they are faced with a problem or concern which so preoccupies them that they are unable to deal with the demands of school and home life. Eastmark High School also has a full time Social Worker to help address the needs of students.
  - **Students in Distress:** Students in distress who are reporting or exhibiting great pain, anxiety, depression, physical or mental suffering or are expressing suicidal/ homicidal ideations will be referred to the school Social Worker, and the Student in Distress Protocol will be followed to help students and parents get the appropriate treatment and intervention. Eastmark High School and Queen Creek Unified School District partners with EMPACT/La Frontera to help educate students about warning signs they might see in themselves and others and provides students with a wide array of coping methods to help overcome life stressors.
  - **Substance Abuse Education Program:** Eastmark High School and all Queen Creek Unified School District 7th graders will go through an anti- tobacco education program put together by the *MD Anderson Cancer Center* called ASPIRE. Students will complete a four-hour course as part of our Careers class to help educate them on the dangers of using Vapor Tobacco (Vaping). Aspire will also be used as a diversion program for a first offense of bringing vapor tobacco substances or paraphernalia on campus. This is intended as an educational program only and not as treatment of addiction issues. Students may be required to participate in the program along with other discipline as an intervention to help students and parents understand the issues impacting their education.

Counseling services are available for all students, and counselors are intentionally placed in the classroom building in order to be consistently available for students. For longer conversations, an appointment will need to be set with the counselor so as not to interfere with the student's academic schedule, if possible. All attempts will be made to render service as quickly as possible.

## **Dances & Activities**

### **General Information**

- Students and school-approved guests must show a school photo I.D. card at the door of all dances. NO EXCEPTIONS!
- Only students in grades 7-8 may attend junior high dances. Only students in grades 9-12 may attend senior high dances.
- Students will not be issued refunds for prepaid dances and activities.

### **Guests**

- Guest passes for dances may be obtained through the Administration Office. Only currently-enrolled EHS students may request a guest pass.
- Students must obtain a *Guest Pass Request* form to complete and return to the Administration Office one week prior to any dance. An Assistant Principal must approve all guests. Only one guest per EHS student. NOTE: Students should not purchase a dance ticket for a guest until they have confirmed guest pass approval by the Assistant Principal. There will be no dance ticket refunds issued for guests who are not approved.
- Guests must be under the age of 21. NO EXCEPTIONS.
- The EHS student obtaining the guest pass is responsible for the behavior of their guest. Guests must be accompanied by the EHS student at all times.

### **Chaperones**

- Dances will be chaperoned appropriately based on the projected number of participants.
- Parents may not act as chaperones for school based dances.

### **Rules**

- School rules apply to school dances and activities. The student code of conduct will govern the conduct of all participants.
- Suggestive/lewd dancing, grinding, moshing, etc., is not allowed. Offending students will receive one warning in the form of admissions wristband marking or removal; a second infraction will result in removal from the dance. No refunds will be issued to students who are removed from a dance.
- Once a student leaves the dance venue/facility, he/she must immediately leave the property. There will be no re-admittance.
- Students on suspension are not eligible to attend any dance or activity.
- No person will be admitted if he/she appears to be under the influence of a substance. Use, possession, sale, or distribution of alcohol, drugs, tobacco/vapes, and related paraphernalia is against school policy; students in violation will be subject to appropriate school discipline.
- Students are responsible for their own transportation to and from any dance. Vehicles at a school function are an extension of the student and may be searched. If inappropriate items as defined in the QCUSD Family Handbook or QCUSD Governing Board Policy are found in a vehicle at a school function, the driver and passengers may be subject to the same disciplinary action.

### **Clean Up**

- The sponsoring organization is responsible for organizing and supervising the clean

up after any dance or activity. Clean up must be completed immediately after the activity. If it is a weekend and there is no activity scheduled the next day, clean up must be completed before noon that next day if the activity is held on school grounds. Trash must be bagged and any spills must be mopped up. All decorations and trash must be removed. The sponsoring organization members themselves may clean up, or, at their own expense, they may hire custodial staff during their off hours only. Charges for off hours will be calculated at a time-and-a-half rate.

### **Prom**

- Only EHS juniors and seniors may attend Prom. Students who do not attend the school or have not attained junior status are not permitted to attend unless invited by an EHS junior or senior and have a school-approved guest pass on file. Junior High students are not permitted to attend the Prom, even if invited by an EHS junior or senior.

## **Dress Code**

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the school or the health and safety of others. The District encourages students to take pride in their attire as it relates to the school setting. Clothing that is disruptive or that detracts from the educational process or is destructive to school property is inappropriate. Because the school environment is a workplace, acceptable clothing for school may be different than clothing that may be worn in other environments.

When in doubt, parents and students should select more conservative clothing. Students deemed inappropriate in their attire will be directed to the administration office to obtain acceptable clothing and may result in further disciplinary action. Parents will be notified for repeat offenses.

The following items are considered *inappropriate* for the school settings:

- Any attire such as, but not limited to, exposing chest, cleavage, abdomen, genital area, or buttocks.
- Clothing must not be see-through and must cover a student's undergarments, chest and torso, when standing or sitting.
- Any attire deemed to be gang related or affiliated with a negative group. This includes any altered clothing such as, but not limited to, bandannas, memory shirts and headgear.
- Any "in memory" attire.
- Any attire that is deemed to be vulgar, profane, racially or sexually suggestive, or obscene or promotes violence, threats, or intimidation.
- Hats and sunglasses may be worn outside. Hats may be worn inside a classroom at a teacher's discretion.
- Clothing, accessories and/or jewelry may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Any attire that presents a risk to the health, safety, or general welfare.
- Jewelry that presents a safety hazard to self and/or others, this includes spiked jewelry, chains, or other potentially dangerous accessories.
- Clothing or patches that advertise, display, or encourage the use of alcohol, tobacco (in any form), drug paraphernalia, weapons, violence, and/or illegal substances of any type.
- Low-cut shirts, see-through shirts, bare-midriff shirts, or clothing that is backless or racerback shirts that are revealing.
- Tank tops with shoulder widths less than one and one-half (1 1/2) inches.

- Muscle shirts, undergarments worn as outer garments, tube tops, short skirts or short shorts, pants that drag excessively to the ground, trench coats, or any clothing that allows your underwear to show.
- Visible tattoos that are considered inappropriate.
- Shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, et cetera.

Exceptions for special activities, health advisements or other considerations may be preapproved by the campus administrator. Student dress shall not present a hazard to the health or safety of the student or to others in the school, materially and substantially interfere with school work, create disorder, or disrupt the educational program, cause excessive wear or damage to school property nor include any type of clothing, accessories and/or jewelry that is worn with the intent to convey affiliation with a criminal street gang as defined in A.R.S. §13-105.

Discriminatory or obscene language or symbols, or symbols of sex, drugs, or alcohol on clothing are prohibited. Students may wear clothing, accessories and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories and jewelry that display messages or symbols are permitted.

Students who volunteer for extracurricular activities, such as athletics, band, chorus, etc., are subject to the standards of dress as defined by the sponsors of such activities.

School administrators will make the final decision regarding the appropriateness of any student's appearance. Any apparel which the administration determines to be unacceptable in light of the above community standards is prohibited. Students who violate the dress code policy are subject to discipline.

## **Parties and Season Festivities/Celebrations**

At Eastmark High School, our primary focus is teaching and learning. However, we do participate in a variety of fun celebrations at our school. We have spirit days, seasonal activities, and festivities to celebrate these special times of the year. These types of events generally take place for a short period at the end of the school day and/or include educational activities so that we can continue to focus on our mission of teaching and learning. Eastmark High School refrains from celebrating holidays and individual students' birthdays with costumes, cakes, candy, flowers, balloons, and gifts. Therefore, we ask students and parents to celebrate these activities off campus before and/or after school.

# **General Student Information**

## **ACTIVITIES PROGRAM**

Eastmark High School offers several clubs. As we continue to grow, we'll continue to have even more. If you have an idea for a club, please reach out to the assistant principal over student activities to hear how you can get a club started. Go Firebirds!

## **AREAS RESTRICTED TO STUDENTS**

The following areas are restricted to students during the school day. A written pass (from administration or designee) is required for student access to:

- Parking lot
- Gym (unless assigned to a classroom or high school lunch on early release days) and gym hallways.
- Nurse's Office
- Athletic fields (unless assigned to a class)

## **ASSEMBLIES**

Assemblies are held for a variety of purposes: to teach, to entertain, to display school spirit, to celebrate, and to honor various students, teams, clubs, and/or organizations. Members of the audience should respect and show courtesy toward the rights of the performer(s) and/or speaker(s). All assemblies are considered part of the regular school day. Students are required to attend assemblies, arrive on time, and sit with their assigned classes. Students who do not attend their assigned assembly are subject to disciplinary action.

## **BOOKSTORE**

Textbooks will be distributed to students as class sets at the beginning of the school year. If a student would like a textbook for home, please check one out from the EHS Bookstore. Students who have outstanding textbooks will not be issued new textbooks until the outstanding books are either returned or paid for. Students are required to pay for all lost or damaged textbooks. This includes defacing or removing bar codes. Students are responsible for returning the EXACT book that was checked out to them. Barcodes must match, or credit will not be given for the returned book.

All fees such as lost book payments, class fees, athletic fees, and parking fees are paid in the Bookstore. Class fees will be charged to student accounts by charging 1/2 of the fee for a course in semester 1 and the other 1/2 at the beginning of semester 2. NO REFUNDS WILL BE GIVEN AFTER 3 WEEKS FROM THE BEGINNING OF THE SCHOOL YEAR. If a class is dropped or if a student requires a refund for any reason, the student **MUST REQUEST IT WITHIN 9 WEEKS OF SCHOOL STARTING.**

All fees must be paid BEFORE a parking permit or yearbook can be purchased. Also, these types of fees must be paid before payments can be applied to "extras" such as field trips, etc. If there is an extenuating circumstance, please contact the EHS Principal's Administrative Assistant at 480-474-6959 to set a meeting with the Principal.

## **BUS PASSES**

Bus passes are not accepted on QCUSD busses. Parents must obtain permission from the QCUSD Transportation department by calling 480-987-5982

## **CLOSED CAMPUS**

Eastmark High School is a closed campus. Students may **NOT** leave the campus once in school. Parents who sign out their students must do it through the Attendance Office. Once school has started, any student needing to leave school, without a parent/guardian present

to sign them out, will need to have a written and signed note from parent/guardian or a phone call placed to the Attendance Office.

## **COMMUNICATION**

### **• TELEPHONE**

**If a parent/guardian needs to contact their son or daughter, during the regular school day, please contact 480-474-6950.** We respectfully request that parent/guardian only do this in the case of an emergency. There is a designated phone in the front office for student emergency use only. **Parents are discouraged from calling or texting their son/daughter's cell phone during the school day, as students are encouraged to only check their cell phones during passing times and at lunch.**

### **• ITEM DROP OFF**

Items needed by your student during the school day are to be dropped off at the Front Office. Students will be notified to pick up deliveries between class periods or at lunch. Balloons and celebratory items are limited to one or two items and stay in the front office until the end of the day. Items from delivery services such as Uber Eats are not permitted.

### **• E-MAIL**

To communicate with a faculty member through e-mail, use all lower case letters, no spaces, initial of first name, last name and @qcsd.org – For example, John Doe would be jdoe@qcsd.org.

### **• STUDENTVUE/PARENTVUE**

EHS uses the secure site *StudentVue* to post student grades. You can login at anytime to check your student's current grades and missing assignments. To access the website go to [https://qc.apscc.org/Login\\_Parent\\_PXP.aspx?regenerateSessionId=True](https://qc.apscc.org/Login_Parent_PXP.aspx?regenerateSessionId=True) and type your student's name and password. Please make sure your contact information is up-to-date. This system is a great way to keep communication open between teacher, student, and parents.

## **EMERGENCY PROCEDURES**

State law requires that all schools practice evacuation drills. The purpose of these drills is to acquaint all students with the different exits depending on the area they may be in at the time of the evacuation drill. In case of an evacuation drill, students must exit in an orderly, efficient manner. In the unlikely event of a fire, bomb, or other emergency requiring the evacuation of the building, notification will be given by sounding the fire alarm, making an announcement over the public address system, or sending a message in the case of a power outage. When notification is received, students should follow the evacuation plan posted in their rooms. Students who are in the breezeways, restrooms, or lunchroom during the emergency should evacuate through the nearest exit and then report to a teacher at the gathering site for their class. Students should not attempt to return to classrooms during an emergency evacuation. EXCEPTION: When there is an emergency lockdown situation, students and teachers will remain in their classrooms until further notice. Official notice will be given as to where and how the students and teachers will evacuate.

## **FOOD IN CLASSES**

Food is only allowed in classrooms at teacher discretion. **All drinks need to have a resealable top. All students entering campus will be asked to throw away drink containers without resealable tops.**

## **GRADUATION REQUIREMENTS**

Students in grades nine through twelve (9-12) must earn 22 credits of required and elective coursework in order to graduate from a Queen Creek Unified School District High School.

REQUIRED SUBJECTS	QCUSD GRADUATION REQUIREMENTS	QCUSD SCHOLASTIC DIPLOMA GRAD REQUIREMENTS	ARIZONA UNIVERSITIES ENTRANCE REQUIREMENTS
English	4	4	4
Mathematics	4	4	4 (Algebra +)
Science	3	4	3 (Lab)
Social Studies	3	3	2
Modern Language	0	2	2
Physical Education/Comp. Health	1	1	0
CTE/Fine Arts	1	1	1
Elective Courses	6	5	0
Total Required	22	24	16

\*Students are required to participate in all state-mandated testing, per the Arizona Department of Education. Specific testing requirements are subject to change.

### **GRADUATION STOLES CRITERIA**

Criteria for the honor of wearing a CTSO stole:

- 3.2 GPA
- Attended 70% of scheduled meetings or events senior year
- Good standing with the CTSO
- Successfully completed at least one CTE class tied to that CTSO
- Participation in at least one competition or event (as further defined by advisor)
- Held position as a CTSO Officer

National Honor Society, AVID, Student Council, and Technical Theater must meet specific requirements to be approved.

Graduation regalia from non-affiliated organizations (i.e. EVIT, NSHSS, etc.) may not be worn at EHS Graduation.

### **HEALTH SERVICES**

The school Health Office is staffed with a nurse and a health assistant. The school Health Office is equipped to handle minor illnesses and accidents. Emergencies and serious illnesses will be responded to and referred to appropriate health professionals. The Health Office also helps coordinate care (during the school day) for students with a chronic illness and/or special needs. Any student with a chronic illness should notify the Health Office. ***Students, who become ill or are injured at school, should report to the Health Office or other office personnel immediately. They should not leave school without permission.***

- Students may be dismissed to see the nurse after the first ten (10) minutes or before the last 10 minutes of class unless the teacher considers it an emergency.
- Any social or emotional needs should be referred to a campus counselor.
- Students will not be allowed to eat lunch in the Health Office, unless it is for treatment purposes.
- A maximum of four (4) students will be treated in the Health Office at any one time, unless it is an emergency.
- Students should not visit the nurse during the passing period, unless it is an



emergency.

- Students who are ill or injured will be sent to the Health Office for attention. Students should come alone to the office unless it is necessary for someone to help them.
- Students may lie down in the Health Office for a maximum of ten (10) minutes. A parent will be called to pick up a student if the student cannot return to class after 10 minutes.
- Any pregnant student should inform the nurse.
- A student must have a pass to visit the Health office, unless it is an emergency. Students without a pass will immediately be sent back to class.
- It is important that a student's address, phone number, emergency contact person, and medical information be accurate. Access to this information is vital in case of an emergency.
- Student health screenings are conducted through the Health Office. These include hearing and vision as recommended by the State of Arizona. Other screenings may include height and weight, dental, and blood pressure. You may exempt your student from any or all screenings by giving yearly written notice to the EHS Health Office.
- House Bill 2295, Chapter 208, 1990 - requires that pupils be suspended from school upon enrollment if documented proof of required immunizations is not submitted unless the student is exempted due to personal beliefs of the parents, or due to certification that immunization is detrimental to the student's health. This requires that the immunization record be a part of the student's permanent record. This requires exclusion of students who lack documented proof of required immunizations during outbreak of communicable and/or preventable diseases.

If it becomes necessary for the student to take any form of medication during school hours, a signed note from a parent or guardian must be presented to the Health Office giving permission to administer medicine and relieving the school from liability. School personnel may cooperate if the following conditions are met:

- Whether a prescription drug or an over-the-counter drug, the medication must come in its original container. Vitamins and supplements will not be administered at school
- The pharmaceutical label must be on the container of any prescription drug. The label must have the student's name, dosage, times the medication should be given, and the physician's name.
- Parents must provide written direction to the school that the medication is to be administered.
- For students on campus, medication shall be kept in the Health Office and dispensed through the nurse or by the principal's designee.
- Students may carry their inhalers or epi-pens, as needed, to address their medical needs. The nurse must be notified of the medication and the reason prescribed. The medication must be in the original container and have the student's name, physician, and orders for use on the container. Parent permission must be on file. Medication must never be shared between students.
- Elevator keys are available upon request. A \$50.00 fee will be assessed to the student's account at the time the key is issued. Once the student returns the key, the fee will be removed. **If the key is not returned, the fee will not be removed from the student's account and must be paid.** Parent and student signatures must be on the checkout form prior to issuance of keys.

### **HOMEWORK POLICY DURING TWO-WEEK BREAKS**

No homework is assigned during the break with the exception of honor and dual enrollment classes. Honors, Advanced Placement, and Dual Enrollment classes follow a more rigorous curriculum; therefore, students in these courses may have assignments given over break.

### **HONOR ROLL AND PRINCIPAL'S LIST (High School)**

- Students must be enrolled in at least four (4) classes that determine GPA. (A "P" grade is not used to determine grade-point value and does not count toward Honor Roll.)
- Students may have no grade below a "B."
- Students must have a weighted grade-point average of 3.25 to 3.74 for Honor Roll.
- Students must have a weighted grade-point average between 3.75 or above for the Principal's List.
- Students who are on the Principal's List for the first three semesters they are enrolled at EHS will receive an academic letter.

### **HONOR ROLL AND PRINCIPAL'S LIST (Jr High School)**

- The Honor Roll will be published at the end of each nine-week grading period. To qualify for the Honor Roll, a student must maintain a grade-point average of 3.500-3.999. To qualify for the Principal's List, a student must maintain a perfect 4.0 grade-point average. Grade-point averages (GPA) are determined by calculating the following grade-point values:

	REGULAR CLASSES	HONORS CLASSES
A	4	5
B	3	4
C	2	3
D	1	1
F	0	0

### **IDENTIFICATION CARDS**

Students are required to **POSSESS** their student ID card while on campus. ID cards that are damaged or defaced will be required to be replaced at the student's expense. Replacement ID cards are \$5.00 and can be purchased at the Bookstore. The 3rd, 5th, and 7th time a student cannot produce their ID card will result in an administrative consequence such as detention, Saturday school, community service, etc. ID cards are the property of the school. Students must be able to produce their ID card upon request.

### **LEAVING CAMPUS**

Students are to remain on campus until they have completed their class schedule. A parent/guardian **must** sign out their student with the Attendance Office prior to their child's leaving campus during the school day. Photo ID is required for verification of guardianship. Seminary students are also required to be signed out by their parent/guardian at the high

school's Attendance Office prior to leaving. Once school has started, any student needing to leave school, without a parent/guardian present to sign them out, will need to have a written and signed note from parent/guardian or a phone call placed to the Attendance Office. Any student leaving campus without first being signed out through the Attendance Office will not be excused for the classes they have missed.

Excuses are as follows:

- Provided they check out through the Attendance Office and the school has received parental permission, students with doctor and dental appointments may leave in time to meet appointments.
- Students with parental approval may be given permission by the principal or designee to leave campus for special needs.
- When a class or groups of students are scheduled to leave campus to participate in a school-sponsored activity, such students must have signed parental permission slips on file in the attendance office.
- **Except for off-site school-sponsored dances, students are not permitted to transport themselves to off-campus school activities without prior administrative approval.** EVIT students who plan to ride the bus to EVIT must remain on campus until the EVIT bus departs. Leaving campus and then returning to ride the bus is prohibited. Students will not be allowed on the bus if they have left campus.
- It is prohibited for students to be picked up after school by ride-services companies, (e.g. Uber, Lyft, etc.).

### **LOCKERS**

Lockers and locks are issued to students involved in PE, athletics, and performing arts. Student lockers are school property and remain at all times under the control of the school. However, students are expected to assume responsibility for the security of their lockers. **Students should protect their property by keeping their locker locked, guarding the combination, and NOT sharing. Students will not use their own personal locks on school lockers.**

**Eastmark High School is not liable for personal items stolen from a student while on campus or while attending a school-related function.** School authorities may conduct inspections of lockers at any time, for any reason, without notice, without student consent, and without a search warrant. Students should not plan on storing books in PE lockers because lockers are limited in use to PE classes.

### **LOST & FOUND AND CONFISCATED ITEMS**

Items which are lost and recovered may be claimed in the Bookstore. Any unclaimed items may be donated to charity at the end of each quarter.

### **LOST OR DAMAGED SCHOOL BOOKS/PROPERTY**

Students who sign-out textbooks, library books, or other school property are held responsible for such property and must pay the replacement value if the property is lost or damaged. Students are responsible for returning the book that they checked out.

### **LUNCH @ The EHS COMMONS**

The lunch period is designed to provide a balanced diet and proper nutrition and opportunities for socialization and relaxation. The cafeteria and outdoor-seating area are places to eat. Each student is responsible for cleaning his/her table and the area at which she/he eats. During lunch hours, the designated lunch areas are in the Commons and the Outdoor Dining Area. Students are prohibited from ordering food for delivery from restaurants, as well as using delivery services such as Uber Eats,

DoorDash, Postmates, etc. during the school day. Please note that due to allergy restrictions and food and nutritional health requirements, students are not permitted to share outside food with each other.

Meal Prices:

	Breakfast	Lunch
Full Pay	\$1.50	\$3.25
Reduced	No Charge	\$0.40
Adults	\$1.75	\$3.75

We provide meals at a reduced rate or free depending on your income level. Meal applications are available at your school, Queen Creek USD Administrative Office, or online at [www.qcusd.org](http://www.qcusd.org). Applications will also be available to fill out online at <https://family.titank12.com> for the 2020-2021 school year. The site will provide you with your approval status once it is processed.

All meals are provided under the National School Breakfast and Lunch Program Federal guidelines. This means all meals are planned according to the requirements provided by USDA. All school meals must meet specific calorie targets, fat percentages, fiber, vitamin and mineral targets.

The Child Nutrition Department is a self-funded department in the district. This means we operate based on the money we generate; we do not receive direct funding from the district. In order to operate we generate money from the meals we provide the students, any caterings we do, and selling a la carte items.

All a la carte items we offer for sale during the meal service are in compliance with strict Smart Snacks nutrition criteria. This means all items are within the following guidelines: Less than or equal to 200 calories, less than 35% total calories from fat, less than 10% total calories from saturated fat, 0g trans-fat, less than 230mg sodium, less than 35% total sugar by weight. Items also must be whole grain rich or contain 10% of the daily value (DV) for one of the nutrients of public health concern (calcium, potassium, vitamin D, or dietary fiber). The juice we offer is 100% juice; the frozen slush drink (Penguin Ice) is also 100% juice.

Students are allowed to purchase a la carte items from their meal account. If a parent/guardian would like for the Child Nutrition department to limit their child's purchases, they just need to contact the cafeteria.

Parents/guardians can use the free online service <http://family.titank12.com> to keep track of their child's meal balance and transactions. Another free benefit includes setting up a low balance reminder on their child's account so the system can email them when the balance reaches the set amount. They can also utilize <http://family.titank12.com> to pay for their child's meals online. **There is a convenience fee for an online payment.**

Payments for meals can be made online at <http://family.titank12.com> using Visa, MasterCard or Discover cards. Payments can also be made via cash or check without a fee. There is a \$25 fee for any returned check.

We have a no-charge policy for meals. If students do not have enough money in their meal account, they will be given a cheese sandwich on whole wheat bread, fruit, and milk. Students will receive verbal notification when their balance is low.

The cafeteria is unable to give back more than \$10 in change. If a \$20 is presented for 1 meal, the meal will be charged, \$10 will be given back as cash, and the remainder will be

credited to their meal account.

Follow us on Facebook QCUSD Child Nutrition.

## **PARKING**

The Queen Creek Unified School District provides limited bus transportation. In order to maintain a safe campus environment, regulate student use of vehicles during school hours, and minimize the chances of vandalism, the following regulations have been established:

- **All student-driven motor vehicles, including motorcycles, must be registered with the school office and parked in the designated student parking areas. This is on the West side of the campus. Students may not park in any other lots on campus during the school day without permission from administration or security.** Registration of vehicles needs to be completed prior to parking on campus.
- Before a student is issued a parking permit, he/she must register the vehicle in the Bookstore, pay a \$75.00 registration fee, and complete a parking contract.
- Students are issued a vehicle tag. This vehicle tag must be displayed on the front windshield so that it is visible to school officials.
- Students may not be in the parking areas or vehicles during the school day without SPECIFIC WRITTEN PERMISSION from the Administrative Office. **This includes lunch hours and breaks.**
- Student-driven vehicles are not allowed in the east or north parking lots or bus-loading areas.
- Students who drive trucks are not permitted to have passengers in the bed of the truck while on school grounds.
- Parking privileges may be revoked if, but not limited to one of the following occurring: reckless driving, failure to drive courteously, failure to provide adequate seating/seat belts for passengers, failure to respond to school rules and authorities, intentionally damaging other vehicles, and leaving campus without approval.
- The school is not responsible for vehicles or a vehicle's contents parked on school grounds. **VEHICLES PARKED ILLEGALLY MAY BE TOWED or Booted** at the owner's expense.
- Vehicles should not be used for lockers. Thus, once a student has begun school, he/she cannot return to the vehicle until his/her school day is over. Students are not permitted to sit in cars before school and during breaks (including lunch) and loiter in the parking lot.
- No parking is allowed in surrounding neighborhoods.

## **Parent Drop Off and Pick Up**

We request that parents drop off and pick up students via the east and west parking lots only.

## **Passes**

In order to be out of class, students must have a pass from the period teacher to which they are assigned. Students must check-in and receive permission from the period teacher in order to leave for any other activity including the restroom.

## **PERSONAL PROPERTY**

Any personal property including instruments (music, electronic, etc.) or other materials for classroom use or demonstration, brought on, or left on the school premises is **at the risk of the owner. The school is not responsible for personal property brought on to EHS campus or at a school event.**

Personal belongings that are not directly related to the educational process are **NOT** allowed

to be used during class time. This includes but is not limited to:

- **Electronic devices such as cell phones, iPods, MP3 players, air pods, etc.**
- **Recording with cameras, video cameras, or cell phones is not permitted without prior written administrative approval.**
- Cell phones used during class time for non-educational purposes will be confiscated.
- No electronic device of any kind is permitted during state and district assessments.
- Skateboards may be brought to school but must be stored in the bike rack or in the Administration Office.

Items that are deemed inappropriate and interrupt the educational setting will be confiscated. These items will be returned at the end of the school day or a parent/guardian-pickup may be required as per teacher discretion.

### **SCHOOL COLORS**

The school colors are Copper, Teal, and Black. **Students and staff are encouraged to wear school colors on Fridays.**

### **SEARCHES**

- The Administration reserves the right to search and seize when there is reasonable belief that some material or matter, which is detrimental to health, safety, and welfare of the student(s), exists. Athletic and Activity lockers are provided as a convenience to the students but remain the property of the school and are subject to its control and supervision.
- Searches on school property may be conducted at any time to maintain the health, safety, and welfare of all students at the school. Parents do not need to be notified ahead of time of a search.
- Students may be asked to turn out their pockets, empty backpacks, remove their shoes, socks, hats and coats when there is good cause to believe that some matter or material that is detrimental to the health, safety and welfare of the student(s) exists.
- School parking areas will be subject to routine patrols and inspections. Searches of student vehicles may be conducted if there is reasonable suspicion.
- Students may be subject to a search if they are found in an unauthorized area or if they have left campus without permission.
- Administrators may search a student without the presence of a parent or guardian.
- Trained narcotic/bomb dogs may be used to help maintain a safe environment.

### **SEIZURES**

School authorities shall seize illegal items or other possessions reasonably determined to be a threat to the safety and security of others. Items seized may be held by the school, returned to the parents, or turned over to the police. School records should reflect all items seized.

### **Student Union**

The use of the school library is a privilege. The library is open before school, lunch, and after school. To use the library during class, all students must have an ID and a pass from the teacher whose class the student is missing. Students must sign in at the circulation desk regardless of time of day. Books, including teacher assigned literature studies, can be checked out for a limited-time period. Library fines for late books will be assessed on late materials at \$ .10 a day per book. Additional fines up to the replacement cost of the material will occur for lost or damaged materials. Textbooks and reference books are available for students to use in the library.

### **TUTORING ASSISTANCE**

Various forms of student assistance are available, including NHS peer tutors. Students experiencing academic difficulty should talk with their teacher or see a counselor for details.

## **VALEDICTORIAN SELECTION CRITERIA**

### **Graduating Class of 2022, 2023 and 2024.**

- 1.) Candidates must have a 4.0 cumulative unweighted GPA.
- 2.) Candidates must be enrolled at either of the QCUSD high schools for three (3) consecutive semesters.
- 3.) All online courses must be completed by the end of the 7<sup>th</sup> semester (End of Semester 1 during senior year).
- 4.) The candidate with the highest weighted GPA in **ONLY** the Arizona Board of Regents Core 16 courses will be named Valedictorian.

+ If a tie occurs, the highest score on the District sponsored college entrance exam will be the deciding factor.

++ If a subsequent tie occurs, AP Exam scores will be used.

+++ No pass/fail courses will be included in the calculation, such as but not limited to: Teacher's Aide or Course Test-Outs.

## **VISITORS TO CAMPUS PASSES**

**ALL VISITORS MUST CHECK IN THROUGH THE FRONT OFFICE. Students will not be permitted to bring non-EHS students to the campus at any time during the school day throughout the school year.** Visiting parents/guardians must have administrative approval at least 24 hours in advance of the requested visit to observe their own student's behavior in the classroom. Our commitment to academic excellence and school safety necessitates the school establishing this procedure.

## **WARRANTS**

If a student is arrested and removed from campus, reasonable effort will be made to contact the parent/guardian by school authorities, and a school-release form will be completed.

# **Technology Information/Device Protection Plan**

## **1:1 POLICY AND DEVICE PROTECTION PLAN**

The Student Device Protection Plan (DPP) is a \$20 annual program which families may purchase at the time their student is issued a Chromebook laptop at Eastmark High School. This plan is a risk-management plan that provides coverage for items such as accidental damage and hardware issues. The plan must be renewed annually. Enrollment in the plan is optional but strongly encouraged. Please see the [Device Protection Plan Handbook](#) for specific details.

### **Example Table:**

	<b><u>With DPP</u></b>	<b><u>Without DPP</u></b>
<b><u>Device Replacement (lost)</u></b>	<b><u>\$240</u></b>	<b><u>\$240</u></b>
<b><u>Device Replacement (stolen, with police report)</u></b>	<b><u>\$0</u></b>	<b><u>\$240</u></b>
<b><u>Screen Repair or Replacement</u></b>	<b><u>\$0</u></b>	<b><u>\$120</u></b>

## **Queen Creek Unified School District #95**

***Dr. Perry Berry***  
**Superintendent of Schools**

### **ANNUAL NOTIFICATION TO PARENTS REGARDING CONFIDENTIALITY OF STUDENT EDUCATION RECORDS AND SCHOOL DIRECTORY INFORMATION**

Confidentiality of education records is a right of public school students and their parents. This right is provided for by two federal laws, the Individual with Disabilities Education Act (IDEA) and the Family Education Rights and Privacy Act (FERPA). Under these laws, "education records" means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in a public school. The types of information gathered and maintained include, but is not limited to: the students' and parents' names, address and telephone number; the student's date and place of birth, date of enrollment in the school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results, from parents and child find and other screening results, including hearing and vision screening results.

In addition, for children with disabilities, education records could include, among other things, evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP) notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions and mediation agreements.

The information is gathered from a number of sources including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional sources including doctors and other health care providers.

This information is collected to assure proper identification of a student and the student's parents and the maintenance of accurate records of the student's progress and activities in school. For children with disabilities, additional information is collected in order to assure the child is identified, evaluated and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that, at all stages of gathering, storing, retaining and disclosing education records to third parties, it complies with the federal confidentiality laws.

In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.



The federal Family Policy Compliance Office of the U.S. Department of Education has provided the following notice of parent's rights under FERPA. In accordance with IDEA the rights of the parents regarding education records are transferred the student at age 18.

The Family Education Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading

Parents or eligible students may ask a school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Revised 4/4/01



## **Child Find**

It is the Queen Creek School District's responsibility to inform the general public and all parents within our boundaries of our responsibility to make available special education services for students with disabilities aged 3 through 21 years and how to access those services. We are responsible for identifying, locating, and evaluating all children with disabilities including children aged 3 through 21.

In addition we have a responsibility to provide information regarding early intervention services for children birth through 2 years. We are responsible for referring children from birth through 2 years of age to Arizona Early Intervention Program (AZEIP) for evaluation and appropriate services. Our school nurses are Queen Creek School District's contact for children birth through 2 years. Children birth through 2 years of age who are receiving early intervention services and will be participating in preschool programs for children with disabilities will be assured of a smooth transition into that program. We will ensure that:

- Transition conferences for children aged 2 years, 6 months to 2 years, 9 months will be held;
- By the child's 3<sup>rd</sup> birthday an Individual Education Program (IEP) or Individualized Family Service Plan (IFSP) will be developed and implemented; and
- For the child who turns 3 during the summer, the IEP team will determine the date for services to begin including eligibility for Extended School Year (ESY) services.

We are also responsible for providing a free and appropriate public education (FAPE) which includes special education and related services to children with disabilities at public expense, under public supervision and direction and without charge to the parents.

For all new students to the district, the classroom teacher will complete screening activities within 45 days of enrollment. The teacher will look at the child's ability in the areas of academics, vision, hearing, adaptive, communication, social/emotional and motor skills. If any concerns are noted the child may be referred for additional help.

***If you have any concerns about a child you know, please contact your individual school site for more information.***